

**MEETING OF THE
BOARD OF LIBRARY TRUSTEES
APRIL 11, 2017
MINUTES**

Call to Order

Vice Chairperson Heather Calvin called the meeting to order at 7:15 pm, and in attendance were trustees Heather Calvin, Kathy Fennelly, Amy Hampe, Frank Murphy, Joyce Radochia, and Lois Rho. Also in attendance were Andrea Nicolay, library director, and Maura Deedy, assistant library director. Chairperson Adam Delmolino attended the meeting remotely.

Approval of Minutes (vote needed)

Trustees reviewed the minutes of the March meeting. Ms. Fennelly moved to approve the minutes. Mr. Murphy seconded the motion. The board approved unanimously.

Community Time

No members of the community were present.

ROL Working Group (vote needed)

Ms. Fennelly made a motion that Ms. Calvin and Mr. Delmolino to be appointed to the ROL Working Group. Ms. Hampe seconded the motion. The board approved unanimously. Mr. Chen from ABA and consultants recently visited Robbins and Fox to survey the buildings.

Review of Trustee Appointments

Mr. Delmolino reminded the board that a nominating committee will be appointed in May for leadership roles in the next fiscal year. The positions include: Chair, Vice Chair, two trust fund liaisons, liaisons to the Friends groups and Foundation.

Town Meeting Strategy

Ms. Deedy reviewed the Thank you for Town Meeting incorporating edits and notes from last meeting.

Trust Funds Expense Report

Mr. Murphy presented an update on FY 2017 Trust Fund expenditures. Mr. Murphy spoke about the staff turnover due to the retirement of the Town Treasurer and impact on the administration of the trust funds.

Russell Fund Expense Report and Summer 2017 Funding (vote needed)

Ms. Hampe presented a Russell Fund spending report for fiscal year to date and the proposed Summer 2017 budget request. Ms. Hampe explained the slight budget increase due to an increase performers' fees. Ms. Fennelly moved to approve the Summer 2017 budget request, and Ms. Radochia seconded. The board approved unanimously.

Winfield Robbins Art Prints Appraisal Funding Request (vote needed)

A funding request has been put forth from Childs Gallery for their appraisal quote for the Winfield Robbins Print Collection. Mr. Fennelly made a motion to allocate \$33,200 for the Childs Gallery to appraise of the Winfield Robbins Print Collection, and Ms. Radochia seconded the motion. The board approved unanimously.

Director's Report

The Arlington's Boys and Girls Club Board of Directors has invited Ms. Nicolay to be a member of the corporation through May 2021. She graciously accepted and is looking forward to working with this local organization. The Friends of Robbins Library and the Arlington Garden Club hosted a successful Books in Bloom fundraiser, netting over \$2400. Library of Things has been launched and circulating with great feedback and interest. A professor from Auburn University in Alabama came to access the Cyrus Dallin papers in the Local History Collection. Mr. Murphy suggested the Dallin papers would be an excellent candidate for digitization. Ms. Radochia inquired about the status of Teen Programs, which will continue through the summer. Ms. Fennelly complimented the Head of Children's about her outreach to the public schools. The Head of Circulation has been preparing for her retirement, and Ms. Nicolay provided an update on the retirement party plans. Ms. Nicolay provided an update to the printing proposal from the Technology Librarian. Ms. Deedy and Ms. Nicolay presented the digital checkouts report and discussed the trends in the digital platforms.

Foundation Liaison Update

Ms. Fennelly reported the Foundation has developed a Management Tool to organize the upcoming months of work and deliverables. The Foundation is also preparing for Town Day.

Friends Liaison Update

Friends of Robbins have been organizing the Annual Meeting program and slate of candidates. No update from the Friends of Fox.

Communications

Ms. Nicolay received a communication from a musical group who will be using the Community Room for a program, and are requesting permission to have a donate what you want for a vinyl album. Ms. Fennelly made a motion to approve the donate what you want, Ms. Rho seconded the motion. The board approved unanimously.

Unanticipated Items

There were no unanticipated items.

Date of Next Meeting: April 11, 2017

The next meeting will be on Tuesday May 9, 2017.

Adjournment (vote needed)

Ms. Fennelly moved to adjourn. Adjournment was approved unanimously. Meeting was adjourned at 8:31 p.m.

Materials Distributed:

- April 2017 Meeting agenda
- March 2017 Meeting Minutes
- FY 2017 Trust Funds
- Russell Fund Profit & Loss, Budget vs. Actual Update
- Childs Gallery Winfield Robbins Print Collection
- March 2017 Director's Report
- March 2017 Circulation Statistics
- Town Day Materials 2017 Draft